

Get Certified with Microsoft*
77-420 : MOS on MS Excel Module



Course: Business Analytics - Master Program

Duration: 3 Months (Weekend)

Microsoft Office Specialist Certificate Voucher would be given to every participant

Placement Support would be there, for eligible candidates

MS Excel

Tableau

MS PowerBi

Introduction to Data Science - Advanced Analytics

- Relevance in industry & need of the hour
- Types of analytics – Marketing, Risk, Operations, etc
- Business & Technology drivers for analytics
- Future of analytics & critical requirement
- Types of problems and business objectives in various industries
- Different phases of Analytics Project

Excel - Basic

- Introduction to Excel
- Working with Formulas and functions
- Formating & Conditional Formating
- Filtering, sorting, paste special etc
- Functions (Logical & Text, Mathematical, Statistical etc)
- Data Manipulation & Data Aggregation
- Data Analysis using functions

Excel - Advanced

- Analyzing Data using Pivots
- Descriptive Statistics
- Creating Charts & Graphics
- Data analytics tool (What -if analysis, Goal seek, Data Table, Solver)

- Protecting Workbooks, worksheets and formulas

Excel - Dashboard

- Start by building bar charts, column charts, pie charts and line charts to display your data.
- Build more complex charts like scatter plots, combination charts and more to really tell your story.
- Add interactivity to your dashboard with the slicer and timelines.
- Leverage pivot tables within your dashboard to add even more interactivity.

Introduction to VBA

- Working with VBE (Visual Basic Editor)
- Introduction to Excel Object Model
- Understanding of Sub and Function Procedures
- Key Component of Programming Language
- Understanding of If, Select Case, With End With Statements
- Looping with VBA
- User Defined Function
- Some Commonly Used Macro Examples
- Error Handling
- Object and Memory Management in VBA
- User Form Controls
- ActiveX Controls
- Communicating with Database MS Access through ADO - Exporting/Importing Data

Introduction to Tableau Desktop

- Overview of Business Intelligence
- Introduction to Tableau Desktop
- Use and benefits of Tableau Desktop
- Tableau's Offerings

Tableau Desktop Interface

- Data Source Page
- Worksheet Interface
- Creating a Basic View

Connecting Data Sources

- Data Types
- Data Roles

- Visual Cues for Fields
- Data Preparation
- Data Source optimization
- Joins
- Cross Database Joins
- Data Blending
- Joining vs. Blending
- Union
- Creating Data Extracts
- Writing Custom SQL

Organizing Data

- Filtering Data
- Sorting Data
- Creating Combined Fields
- Creating Groups and Defining Aliases
- Working with Sets and Combined Sets
- Drilling and Hierarchy
- Adding Grand Totals and Subtotals
- Changing Aggregation Functions
- Creating Bins
- Cross Data Source Filter

Formatting Data

- Effectively use Titles, Captions, and Tooltips
- Format Results with the Edit Axes
- Formatting your View
- Formatting results with Labels and Annotations
- Enabling Legends per Measure
- Calculations
- Use Strings, Date, Logical, and Arithmetic Calculations
- Create Table Calculations
- Discover Ad-hoc Analytics
- Perform LOD Calculations

Visualizations

- Creating Basic Charts such as Heat Map, Tree Map, Bullet Chart, and so on
- Creating Advanced Chart as Waterfall, Pareto, Gantt, Market Basket

Create Dashboards and Stories

- Dashboard Interface

- Build Interactive Dashboards
- Explore Dashboard Actions
- Best Practices for Creating Effective Dashboards
- Story Interface
- Creating Stories

Introducing the Power BI Ecosystem

- Desktop, Service and Mobile
- Installing and setting up Power BI
- Setting up a MS Power BI account

Getting started with Power BI Desktop

- Visualisation and Fields Panes
- Create visualisations with Report View
- Sort and format data with Data View

Power BI Desktop and Data sources

- How to import from various data sources
- Connectivity with MS Office apps - Excel, Access
- Using other data sources such as databases and CSV Files

Power BI Desktop to create Data Models

- Getting to grips with the Data Model
- Using the Relationship View
- Many-to-one relationships
- Filter propagation

Power BI Desktop for Visualisation Workshop

- Adding visualisations to Report Canvas
- Managing visualisation relationships
- Drill Down and Drill through techniques
- Use of Hierarchies
- Importing and using custom visualisations

Power BI Desktop and DAX

- Custom calculation and the Data Model
- Calculated Columns and Measures
- Evaluation Context
- CountRows and DistinctCount Functions

Power BI Desktop and Advanced DAX functions

- SUMX and CALCULATE
- Time Intelligence functions

Power BI Desktop and Queries

- Data import and the role of Queries
- ETL: Extract, Transform and Load
- Data transformations
- Using Applied Steps
- Query Parameters

Power BI Service and Excel PowerPivot

- Creating a PowerPivot Data Model
- Import data from PowerPivot to Power BI Service
- Using PowerPivot data to create visualisations in Power BI Service

Sharing Data with Power BI

- Share interactive Power BI dashboards
- Share through Power BI, PowerPoint, the web and other mediums

Why This Course?



Empowered With International Certification

Provision of Certification from Microsoft (Excel, MS Power Bi ...)

Real Time Hands On Sessions

Session would be taken by industry professional , to expose the student to real time usage of latest Business Analytics software tools



Top Skills You Will Learn

Excel, Power Bi, Tableau

Job Opportunities

Data Scientist, Data Analyst, Data Engineer, Machine Learning Engineer

